FORMATS FOR HEADINGS AND SUBHEADINGS

Major chapter or section headings are in all capital letters and centered at the top of the page. If the chapter method is used, the chapter designation (CHAPTER I, for example) is centered at the top of the page, a vertical triple space above the chapter title. A double space appears between each line of a long chapter or section title.

In most theses and dissertations, chapter or major sections are divided into parts. These parts, or subsections, may be further divided into sub subsections, and so on. We generally refer to these by the term 'subheadings' and more exactly 'first, second and third level' subheadings. The headings and subheadings point out for the writer and for the reader the organization of the thesis or dissertation.

The principal, or first level, subheading format should be more noticeable than the lower (second, third, etc.) level format. In general, centered headings have a greater attention value than side headings. Underlined or boldface headings, centered or side, are also attention grabbers, while those that are not underlined or boldface draw less attention. Use of underlining and boldface type together is not acceptable.

In scientific works, the numbering of sections and subsections is often used. The most common method is to give the number of the chapter (or major section), a decimal point, and the number of the section within the chapter. For example, 5.3 indicates the third section in Chapter V (even though a Roman numeral is used for the chapter number).

Examples of Subheading Styles

First level, centered, upper and lower case, boldface

Overview of Current Research

Second level, centered, upper and lower case, italicized or underlined

Materials and Methods

Third level, flush left upper and lower case, boldface

Background

Fourth level, flush left upper and lower case, italicized or underlined

First Stage

Fifth level, paragraph run-in, boldface

    Occurrences in modern history. First sentence following the subheading begins here.